



Office of the City Clerk

Weekly Report – for Week Ending November 7, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

The final Candidate Briefing Presentation Workshop was held on Saturday, November 1, 2014.

Declaration of Intention filing began on Monday, November 3, 2014. Filing closes at 12 noon on Saturday, November 8, 2014. Filings as of November 4, 2014 are:

OFFICE	NO. FILED	OFFICE	NO. FILED
Council District 2	1	Board of Education 1	1
Council District 4	7	Board of Education 3	4
Council District 6	1	Board of Education 5	1
Council District 8	2	Board of Education 7	3
Council District 10	2	Community College 1	2
Council District 12	1	Community College 3	2
Council District 14	3	Community College 5	3
		Community College 7	4

TOP ITEMS

- *Candidate Filing has begun*
- *Digital Archives Tour at USC*
- *Milestones Moved up for Agenda Mgmt System - Electronic Submittals*
- *BIDs Annual Planning Reports continue to be received and reviewed*

1,025 Polling Places of the 1,512 needed have been recruited. 100% of the training facility confirmations were achieved where poll workers will be able to attend training at one of 64 training locations citywide. 100% of the confirmations from high schools that will be participating in this year's STAR Student Poll Worker program were received. Staff has also completed 58 of 61 meetings with teacher coordinators. In all, approximately 2,648 students will be recruited from throughout the 61 participating schools.

The "Accessibility at the Polling Place" public service announcement (PSA) was filmed this week. The PSA is aimed at providing voters with useful information about the various accessibility services available to voters with disabilities for the 2015 Municipal Elections.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	16/1
Number of Notices/Publications	21
Number of Contracts Attested	57
Number of Council Files Created	15
Number of Claims Received	104
Number of Referrals	53
Number of Council Meetings	3
Number of Committee Meetings	7

Novus Agenda Management System/Electronic Submissions – Milestone dates have been modified with a live implementation date of December 1, 2014 for the Chief Legislative Analyst Office and the City Clerk. This is ahead of the original schedule.

Commission attendance - Staff met with Mayor's Office to discuss the City Clerk's role in updating the quarterly attendance for all the commissions.

Neighborhood and Business Improvement Districts:

Staff reviewed the Management District Plan and Engineer's Report with the consultant for the renewal of the Sherman Oaks Village Business Improvement District (BID).



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The Wilshire Center merchant-based BID's 2015 Annual Report and the Annual Planning reports for the Century City and Westwood Village property-based BIDs were approved by the City Clerk.

Staff attended the proposed Central Avenue BID's Outreach meeting on November 5, 2014.

The Weingart Center honored the Central City East Association (Downtown Industrial BID) with its Community Leadership Award on November 6, 2014.

2015 Annual Planning Reports: 2 additional reports were received within the requested date of November 1, 2014 (Contract Due date December 1, 2014). That brings the total to 3 of 29 Annual reports received to date.

Fiscal – Staff continued preparation of the FY15/16 Proposed Budget; completed the October expenditure report for City Clerk; completed the monthly financial status report for submission to the CAO; reconciled petty cash; and completed Cost Allocation Plan 38 for the Controller.

AB1290/Council – Staff has seven (7) contracts and amendments in process, closed out two (2) contracts, processed 12 payments, and has 11 close outs in progress.

General City Purposes – Staff received 84 GCP allocation requests, processed 12 invoices for payment, and closed out two (2) expired contracts.

Personnel – Staff attended Fair Labor and Standards Act (FLSA) training; and submitted two City Clerk position unfreeze requests.

Microfilm Conversion of City Council Minutes – Seventeen reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 193 reels converted this fiscal year and 406 reels total, which represent 91% of this year's project and 48% of the total four year project respectively. The City Council minutes are now available on line back to January of 1928.

Research – Two photo licensing agreements were completed by the City Archives. One was to share photographs with the California Department of Parks and Recreation and the other resulted in a licensing fee of \$200 for the commercial use of historic photos of Los Angeles.

Digital Archives Tour at USC - The Records Management Officer and the City Clerk's Executive Officer, along with the Chief of the Council and Public Services Division, attended a meeting with the Mayor's Office and the University of Southern California Digital Library to consider possible partnerships on imaging and promoting access to the City's archival records.

Social Media Account Management – City Clerk currently has multiple social media accounts from Facebook, Twitter and Youtube. To implement a "1 voice" appearance for the public, the department is implementing a HootSuite solution to consolidate multiple accounts onto a single account for each social media site as part of the department's social media strategy.

Early Notification System (ENS) – The new Adhoc on Special Olympics Committee has been added to the ENS system. This will allow the public to subscribe the reports when is being published.

ISSUES

None to report.

UPCOMING . . .

Council Recess - There will be no Council on Tuesday, November 11 (Veteran's Day). Council will be in recess for the meetings of November 18, 19, and 21 due to League of California Cities.